



# Onboarding Manager

## New System Features and Enhancements

### TABLE OF CONTENTS

HR User Interface enhancements .....	1
Selectee List .....	1
Reports .....	1
Selectee Interface enhancements .....	1
Welcome page .....	1
Login .....	2
My Data .....	2
Review Assignments .....	2
System Corrections .....	2
Selectee List .....	2
Selectee Details .....	2
Transmit Forms .....	2
Air Force PCS Authorization ( <i>*This section applies to the Department of Air Force PCS Unit only</i> ) .....	3

### HR USER INTERFACE ENHANCEMENTS

#### Selectee List

Selectee List page performance was improved by updating the internal query mechanism

#### Reports

HR users can now choose a specific **Date Field** (Actual EOD Date, Creation Date, & Scheduled EOD Date) to filter by when generating reports.

### SELECTEE INTERFACE ENHANCEMENTS

#### Welcome page

##### Forgot Username

Selectees can now retrieve their user name by using the “Forgot Username” feature on the Welcome Page. **Note:** This feature only applies to active records that use a single email address once throughout the system. If an email address is used in multiple records, the selectee will be prompted to contact the HR representative listed on their invitation email to retrieve the user name.

## Login

### Onboarding Access email

The one-time use restriction has been removed from the unique link in the **Onboarding Access** email. Selectees will now have unlimited access to the unique link until they successfully create their login credentials. The link will still be active for only 72 hours after the invitation is sent. HR will not have to click **Resend Login** after the first time the selectee clicks the unique link but does not complete the identify verification process.

## My Data

The Selectee interface will now record the last questionnaire page the selectee accessed during the last login session. This allows the selectee to continue completing the questionnaire page that he/she last viewed when logging back into the system.

## Review Assignments

The cumulative signature confirmation page will no longer display after the selectee signature is applied. After signing a form, the system will return the selectee to the **Forms** tab on the Review Assignments page. This update saves the selectee time by allowing the user to quickly navigate to the next form to be signed.

## SYSTEM CORRECTIONS

### Selectee List

The Search box on the Selectee List page will allow users to search for records by the Entrance on Duty (EOD) date.

### Selectee Details

This release will prevent the Social Security Number (SSN) field from being modified in reactivated selectee records that contain files that have been transmitted to eOPF.

### Transmit Forms

HR users can click **Re-Transmit Selected Document(s)** for documents that are in **Queued** or **Error** status. The document(s) will be placed back into **Queued** status on the **eOPF Transmission Status** tab and will display the most recent date and time the document was marked for transmission.

## ADDITIONAL ENHANCEMENTS

### Air Force PCS Authorization (*\*This section applies to the Department of Air Force PCS Unit only*)

#### Assignments

Organization and Office Administrators have the ability to unlock the DD 1614 form after the second or third signatures have been applied before releasing the form to the selectee.

Organization and Office Administrators have the ability to unlock the AF 973 form after the second signature has been applied before releasing the form to the selectee.

#### Administration > User Maintenance: View & Assign Roles

Administrators also have the capability to create and edit the following PCS process roles and assign these roles to HR users:

- \*Authorizing Official
- \*Certifying Official
- \*Approving Official  
(*\*signature functions*)
- Release PCS Orders

When creating and editing PCS roles, only one of the signature related functions may be enabled for a single role. This will allow a HR user to be assigned to one signature role at a time. The **Release PCS Orders** function can be enabled regardless of whether or not any of the signature functions are restricted.